

REPORT OF EXPENDITURES FOR COMPREHENSIVE SCHOOL REFORM (CSR) FUNDS

PART I: Heading	
County/District Number _____	County Name _____
Project Number _____	Project Year _____
Applicant Name _____	
Mailing Address _____	
City/State/Zip _____	
Preparer's E-Mail Address _____	
Prepared by _____	Telephone Number _____

PART II: Report of Expenditures for Period Beginning

	and ending	
	Carryover (4100)	Current (4200)
		Total
A. Expenditures Previously Reported		
B. Adjustment(s) to Previously Expenditures		
C. Actual Expenditures for Current Reporting Period		
D. Total Expenditures Reported (year-to-date)		
(Total Lines A, B & C)		
E. Payments Received (year-to-date)		
F. Beginning Cash Balance		
G. Total Payments for Project		

PART III: Cash Reconciliation

H. Total Payments Received (year-to-date)	
(Line G, Total)	
I. Total Expenditures Reported (year-to-date)	
(Line D, Total)	
J. Cash on Hand	
(Line H minus Line I)	

THIS FORM MUST BE SIGNED BY THE DISTRICT'S AUTHORIZED REPRESENTATIVE

I certify that, to the best of my knowledge and belief, this report is true and correct in all respects; supporting documentation for all entries in the accounting records are on file and will be retained for five (5) years or until the Applicant is notified that such records are no longer needed for administrative review; and CSR funds have been expended only for the purpose they were granted.

Typed Name of Authorized Representative	Title	Date
Signature of Authorized Representative		Date
NDE USE ONLY		
Reviewed by _____	Date _____	Entered by _____
	Date _____	

INSTRUCTIONS PRINTED ON BACK

Return original to Financial Services, make a copy and retain for school records.

INSTRUCTIONS FOR REPORT OF EXPENDITURES FOR COMPREHENSIVE SCHOOL REFORM (CSR) FUNDS

General Instructions: Federal Regulations state that funds from different grant years cannot be reported together. If your project is funded by both carryover and current funds, both expenditures and payments must be reported separately.

PART I: Heading

- (1) Indicate your County/District Number. This is a six-digit number.
- (2) Name of County.
- (3) Number assigned to project by NDE, refer to Grant Award Notification document.
- (4) The project year is the school year during which the project is to be held.
- (5) Name of Applicant participating in CSR program.
- (6) Mailing address of Applicant.
- (7) Name of person preparing form.
- (8) E-Mail address of person preparing form.
- (9) Telephone number of person listed in #7.

PART II: Report of Expenditures

First date - Beginning date for disbursements reported on Line C

Second date - Cutoff date for disbursements reported on Line C

General Instructions - Add carryover amounts to current amounts and enter total in corresponding box for Lines A through G. Use these totals to complete Part III.

- Line A If this is the first report of project year, Line A will be zero. After the first report, Line A will be the year-to-date expenditures at the **BEGINNING** of the current reporting period (Part II, Line D previous report).
- Line B Include any adjustments to previously reported expenditures. Record net amount of adjustments. If no adjustments were made, enter zero.
- Line C Include all expenditures for the current reporting period only. These expenditures cannot be included in total on Lines A or B. Expenditures must be documented by either a Record and Report of Finance (NDE 28-004) or appropriate Computer printouts. (One copy only.)
- Line D Add Lines A, B, and C and enter total. This total should equal the year-to-date expenditures through the cutoff date of this report.
- Line E Year-to-date receipts for both carryover and current funds in appropriate column.
- Line F Record cash on hand from previous year's project in Carryover Column.
- Line G Add Lines E & F.

PART III: Cash Reconciliation

- Line H Enter Total Payments for current and carryover from Line G, Total.
- Line I Enter Total Expenditures for current and carryover from Line D, Total.
- Line J Subtract Line I from Line H to determine cash balance. (This may be a negative number.)

SIGNATURE BLOCK

School District Reports must be signed by the district's authorized representative. The name and title of the representative must be recorded in the board minutes.

Return original to Financial Services, make a copy and retain for school records.

NEBRASKA DEPARTMENT OF EDUCATION
FINANCIAL SERVICES
301 CENTENNIAL MALL SOUTH
PO BOX 94987
LINCOLN, NE 68509-4987
FAX: 402.471.6351